



DATE: MAR 19 1973

National Archives and Records Service

Washington, D.C. 20408

REPLY TO
ATTN OF: Archivist of the United States - N

SUBJECT: Paperwork management research

All Records Management Officers

On February 24, 1972, we wrote to all agency records management officers seeking their continued support for a Research Program at the National Bureau of Standards. This program, directed toward obtaining knowledge about a number of recording media, has been worthwhile and your support has helped maintain the program. I am most grateful for your past support.

In our previous letter we indicated that the program is projected to continue through fiscal year 1975, and that we expected to develop interim specifications for writing paper, file folders, and for paper for office copying equipment. We now have completed interim specifications for bond and ledger paper and for file folders, but those for copy paper for office copying equipment are more complex than we expected. Work is continuing on these latter specifications.

The first specification that was developed was for a higher quality manifold paper to insure adequate records preservation, NBS Report No. 10,518. Using that report we have submitted a request to the Joint Committee on Printing to promulgate a JCP specification for a neutral manifold paper for use by Government agencies. Initially, if approved and promulgated, we would suggest that such manifold paper be used at office levels equivalent to a grade GS-16 and above.

The cost of the total program in 1973 is \$60,000. We hope the various Federal agencies can provide \$20,000.

Copies of NBS reports have been sent to supporters of this program, and Mr. James Gear (13-22442 or outside 962-2442), Acting Director of our Technical Services Division, is available to answer any questions about the program or reports. A fact sheet on pertinent research reports prepared by NBS is enclosed.

Work is continuing on development of an accelerated aging method for paper that will facilitate the evaluation of the stability of paper as well as of all final paper specifications.

We believe that this project is worthwhile to the archival and records activities of our Government. I would appreciate hearing from you as to whether or not you can support this project this fiscal year.

JAMES B. RHOADS

Enclosure